

Emotional letter requesting a transfer for personal or professional reasons

Subject: Open Transfer Request

Dear [Manager/HR Name],

I am writing to request an open transfer within [Company Name]. Over my tenure here, I have greatly valued the opportunities and support I received. However, I believe a new role or location would allow me to grow further and continue contributing meaningfully.

I appreciate your consideration and look forward to any opportunities that may be available.

Warm regards,

[Your Name]

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